



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2761 MILLWRIGHT
MONTHLY SALARY: \$4270 to \$5192**

APPLICATION FILING DATE: FIRST DATE: September 21, 2007

LAST DATE: October 26, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: Millwrights install, move, repair, and test new and rebuilt machinery; perform vibration analysis, predictive maintenance, field balancing, laser alignment, and troubleshooting machinery and heavy equipment problems; develop procedures using root cause analysis; fabricate parts as needed to repair or facilitate accurate machinery alignment and repair; train and lead the work of apprentices and assigned personnel; and perform other duties as assigned.

REQUIREMENTS: You must meet **one** of the following requirements on the date you apply, unless otherwise indicated.

1. Successful completion of a state-accredited four-year Millwright Apprenticeship Program. **(You must submit proof of apprenticeship completion to the Personnel Department.)**
2. Four years of full-time experience in all phases of work as a journey-level Millwright.
3. A combination of the above experience and apprenticeship training totaling four years.

LICENSE: A valid California Class C Driver's License is **required at time of hire**. (Do **not** submit a copy of your license to the Personnel Department)

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details since this information will be used to evaluate your qualifications related to this job. Describe your education, training, and/or experience related to each question; **indicate where the education, training, and/or experience was obtained** (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Describe your qualifications moving, installing, and aligning machinery and equipment. Specify the methods used and types and sizes of equipment.
2. Describe your qualifications maintaining and repairing machinery. Specify the types and sizes of machines.
3. Describe your qualifications cutting, welding, brazing, and/or soldering metals. Specify the processes used and the types of material welded.
4. Describe your qualifications operating support machines (milling machines, lathes, drill press, surface grinder, tool grinder, portable grinder, hydraulic press, balancing machines, etc.). Specify the machines used and your level of experience.
5. Describe your qualifications troubleshooting and diagnosing machinery and equipment problems using root cause analysis. Include the basic details of one problem you troubleshot and fixed.
6. Describe your qualifications performing vibration analysis of machinery and equipment.
7. Describe your qualifications developing predictive maintenance plans.
8. Describe your lead/supervisory experience in each of the following areas (a thru f). For each example listed, specify the number and title(s) of subordinates.
 - a. Schedule assigned functions and ensure that work is performed correctly.
 - b. Interview, select, and/or recommend qualified personnel for subordinate positions.
 - c. Provide orientation and on-the-job training to ensure that responsibilities are understood by subordinates.
 - d. Monitor and evaluate employees' performance through evaluations which you have written, signed, and administered.
 - e. Recommend/administer personnel actions for employee recognition, counseling, and or/discipline.
 - f. Develop work flow processes; review and implement changes to improve workflow.

MMB/September 21, 2007/Class 1605

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER